



**CITY OF MEMPHIS  
FIRE SERVICES DIVISION**

**INSTRUCTION SHEET (FOLLOW COMPLETELY)**

The following items and information will be needed **PRIOR** to logging into the City of Memphis Government Fire Recruit online application. The online application **CANNOT** be submitted without the following information.

1. A personal E-Mail Account
2. Original and current Driver's License
3. Original Social Security card
4. Certified Copy of Birth Certificate
5. Emergency Contact Number
6. Marriage Licenses or Court Orders for any Alias/Maiden names
7. Family information: Spouse's name, date of birth and employer
8. A complete list of all addresses resided in since 18 years of age to present (dates can be approximated)
9. Name and date of High School where a diploma was issued
10. Name and dates of College or Trade Schools attended and degrees granted
11. List of all applicable skills/licenses: computer certification, business licenses, permits issued.
12. Original Military DD-214 with Activation Dates and Discharge Classification
13. Information on all vehicles owned/buying: Make, Model, Year and Tag Number
14. Driving History from the past 12 months to current, including dismissed tickets
15. All criminal history: physical arrest/misdemeanor citation: dates, charges and dispositions
16. Three (3) Personal References: Complete Name, Address and **Current Telephone Numbers**
17. Past Employment History from 18 years of age to current: Employers' Name, Address, **Current Telephone Number**, position held and dates employed

**\*\*This information MUST be accurate and entered in completely.\*\***